

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-063A

OPEN PERIOD:

3/1/2010 – 3/31/2010

JOB TITLE:

Military Pay Specialist

PAY GRADE AND SERIES:

GS-0525-06

PAY RANGE:

\$38,882 - \$50,544

POSITION LOCATION:

March ARB, CA.

UNIT:163rd RW**PDCN #: 80480000****Security Clearance Required:**

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-1 through E-5.

Compatible Military Grade Assignment: AFSC 6F0X1.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Air National Guard (ANG) Wing. The purpose of this position is to determine and process military/civilian pay entitlements and related pay actions in support of ANG units including assigned Geographically Separated Units (GSUs). The incumbent provides single-source assistance on matters pertaining to pay entitlement policies, procedures, and operations to the Financial Manager, Human Resources Office (HRO), Military Personnel Flight (MPF), Defense Finance and Accounting Service (DFAS), higher headquarters, other outside agencies, and supported military personnel and civilian employees. Informs commanders, supervisors, and personnel regarding pay entitlements and related guidance. Accomplishes pay entitlement functions in support of state and Federal ANG operations, training, and readiness missions.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

Military Pay Specialist GS-0525-06: Must have 9 months of specialized experience in analyzing, classifying, and obligating commitment and obligation documents; reviewing data for validity and expenditure limitation; experience which required applicants to verify the accuracy of codes, amounts, or similar data in numeric form against related documents, e.g., balancing, reconciling and adjusting accounts; any experience in receiving, analyzing, and classifying, documents; matching dispersing documents with obligation data; experience which required the candidate to obligate documents containing extensive subdivision of allotments and a number of accounts which are interrelated; any type experience which required the candidate to develop or verify data for reports, statements and schedules; experience which demonstrated the candidates ability to interpret and apply regulations, directives and guidelines; experience which required the candidate to enter, delete and retrieve data into computers, e.g., word processor, IBM, Burroughs, etc..

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of accounting methods, forms and techniques.
2. Skill in arithmetic computation, applying formulas or conversion tables.
3. Knowledge of general ledger and subsidiary accounts.

4. Ability to analyze the interrelationship of accounts affected by varied transactions.
5. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
6. Ability to interpret and apply a variety of accounting regulations and guidelines.
7. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High School Graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours or the equivalent) for 12 months of the required experience.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER